



## MOOSE DEER POINT FIRST NATION LANDS DEPARTMENT – EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Lands Officer</b>
<b>Duration:</b>	<b>Permanent</b>
<b>Salary:</b>	<b>\$18 - \$25/hr, depending on qualifications</b>
<b>Start Date:</b>	<b>As Soon As Possible</b>

**Are you organized, good with people, and ready to help build our Lands Department? Are you looking for a chance to develop the skills needed for a career in land management? We want to hear from you!**

Under the direction of the Lands Director, the Lands Officer provides administrative and resource support to the Department and the Lands Committees. The Lands Officer is the expert on the Moose Deer Point First Nation Land Code, through which jurisdictional powers are exercised.

### **QUALIFICATIONS and JOB REQUIREMENTS:**

- High school graduation or equivalent education is required. Preference will be given to individuals with post secondary training related to the position.
- At least one year of clerical experience is required. Land management, paralegal or GIS experience would be an asset.
- Excellent knowledge and experience in operating a computer, MS Office software, and other office equipment
- Ability to read, interpret and review land related documents for accuracy and compliance with the Land Code
- Ability to maintain strict confidentiality
- Ability to use tact and good judgement in dealing with sensitive issues
- Community and cultural awareness
- Must be willing to work flexible hours including evenings and weekends as required
- Willing and able to travel as needed for training or other related activities.

### **KEY DUTIES and RESPONSIBILITIES:**

- Provides expert advice and knowledge on the Moose Deer Point First Nation Land Code
- Administrative, technical, and clerical support to the Lands Department staff, committees, activities, and projects
- Supports departmental development of policies, laws, and regulations in line with provisions of the Land Code
- Coordinates community consultation activities, including but not limited to the Land Use Plan update.

Please submit your **resume and cover letter** to the Lands Office **by March 3, 2023** by email to [colette.isaac@mdpfn.com](mailto:colette.isaac@mdpfn.com). Please put "Lands Officer" in the subject line.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.